



Regional Director for External Affairs - Memphis

Salary Range - \$65,541 – 118,122
Executive Service

About the Tennessee Department of Environment and Conservation (TDEC)

The department is responsible for:

- safeguarding the health and safety of Tennessee citizens from environmental hazards;
- protecting and improving the quality of Tennessee's land, air, and water; and
- managing the system of 54 Tennessee State Parks and 83 Natural Areas.

TDEC has 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal grants, and state general fund appropriations. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the United States Environmental Protection Agency to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions. The department offers a program of grants and loans to assist local communities with the development and maintenance of drinking water and wastewater infrastructure as well as solid waste disposal, waste prevention, plus programs for recycling and local parks. Particular emphasis is placed on front-end environmental education; strong, effective enforcement; and promoting sustainable practices by individuals, communities and organizations.

Objective of This Posting

We are seeking hard working professionals with backgrounds in journalism, public relations, law, environmental work or similar to join a high functioning, proactive team committed to customer service and transparency in pursuit of the department's mission of improving the quality of life for Tennesseans and being stewards of our natural environment.

Summary of Position

The Memphis Regional Director for External Affairs is an outreach arm of the Commissioner's Office in the Memphis region, committed to facilitating excellent customer service to a variety of partners and stakeholders, including local governments and municipalities, development districts, environmental groups, existing or new business and industry, economic and community development representatives and the general public. The Regional Director for External Affairs reports to the Assistant Commissioner for External Affairs.

Principal Duties and Responsibilities

- Serve as the primary point of contact for the public and stakeholders in a particular TDEC region. TDEC is a complex department with multiple environmental regulatory responsibilities and also manages 54 state parks and 83 state natural areas. Having a

dedicated external affairs contact in the region facilitates better customer service by helping stakeholders and the public get accurate, consistent information; understand environmental regulations on the front end to promote economic development and environmental stewardship; and promote Tennessee State Parks and Natural Areas.

- Work with the Office of Sustainable Practice to facilitate the introduction of voluntary sustainable initiatives supported by the department into communities across the state to promote sustainable communities.
- Coordinate/facilitate TDEC hearings, meetings and outreach activities for the Bureau of Environment and Tennessee State Parks in the Environmental Field Office region. Meetings could include regulatory hearings, and proactive meetings with local officials, chambers, rotaries, etc. to communicate about opportunities to participate in TDEC programs including the State Revolving Fund, TDEC administered grant programs, Tennessee Green Star Partnership and parks programs.
- Coordinate with regional state parks and natural areas staff to communicate parks events and opportunities, help identify and cultivate volunteer activities in Tennessee State Parks and promote Tennessee State Parks revenue-generating operations.
- Prepare and deliver outreach materials including presentations, handouts, a regional newsletter, etc. to stakeholders.
- Keep the Commissioner's office informed of key developments in a particular TDEC region. The Regional Directors for External Affairs are a communications/public outreach arm of the Commissioner's office. Providing good customer services requires effective internal communication to ensure that information shared in field office regions is consistent and coordinated with the Commissioner's office.
- Plan and participate in regular internal meetings among environmental field office managers to stay informed about issues and to share information from the Commissioner's office to help maintain consistency in communications.
- Participate in regular External Affairs team meetings and provide weekly reports to the Assistant Commissioner for External Affairs. Work closely with the rest of the External Affairs team, including other Regional Directors as well as the Communications, Legislative and Digital Media & Publications offices, to ensure consistent communications to all external stakeholders. Perform media interviews in a particular region as requested by the Communications office.
- Manage an Administrative Assistant 4, who has responsibility for coordinating building management, motor vehicle pool, purchasing equipment and supplies, personnel transactions and ensuring the front desk is staffed.
- Work with TDEC's Emergency Services Director and TEMA to coordinate external communications in response to emergency activities.
- Organize and support special projects as needed.

Knowledge, Skills and Abilities:

The successful candidate will have:

- Exceptional oral, written, and presentation skills and the ability to effectively and concisely translate complex environmental information to individuals at all levels and backgrounds
- Effective interpersonal skills dealing with people at various levels within the organization, as well as external stakeholders
- Integrity, a proactive approach, excellent judgment, a results-oriented and problem-solving mentality
- A commitment to the mission of the organization and dedication to providing exceptional customer service
- Proven leadership skills – able to influence and motivate others outside the chain of command to achieve quality results beneficial to the organization
- High energy capacity and bias for action
- Adaptability and resilience

Education / Experience:

Bachelors' degree with major in journalism, public relations, law, environment or similar, plus 5 years' experience in a related field

This is an executive service position. All interested candidates should submit a resume to Selena Cunningham, TDEC Director of Human Resources. The posting will remain open until the position is filled. Questions can be addressed to Selena Cunningham at (615) 532-0200 or Selena.Cunningham@tn.gov.

Selena Cunningham, Human Resources Director

Tennessee Department of Environment and Conservation
L&C Tower, 12th Floor
401 Church Street
Nashville, TN 37243

TDEC is an AA/EEO/ADA employer. Women and minorities are encouraged to voluntarily identify themselves.